

MILPERSMAN 1000-140

MAILING ADDRESS OF MEMBERS ON INACTIVE DUTY

Responsible Office	NAVRESPERSCEN (N3)	Phone:	DSN	678-6936
			COM	(504) 678-6936
			FAX	678-1533

1. **Who this Applies To.** This applies to all members not on active duty of the Naval Reserve, and all retired members of the Navy or Naval Reserve, including the Fleet Reserve and the Temporary Disability Retired List (TDRL).

2. **Definition.** Mailing address is the address at which a member can be reached at any time by first class mail. Rural Route numbers with a post office box number are acceptable. However, United States Post Office Boxes and addresses such as banking institutions, which some members have designated as the place to receive pay checks, are not acceptable mailing addresses.

3. **Recording of Current Address.** Current address will be recorded in the Inactive Manpower and Personnel Management Information System (IMAPMIS) database and the member's service record.

4. **Change in Mailing Address**

a. Officers will notify the service record custodian of the new mailing address. If the officer fails to do so, the Naval Reserve activity will terminate the officer's orders and forward the individual's service record to the Naval Reserve Personnel Center (NAVRESPERSCEN) for appropriate action.

b. Enlisted members will notify the unit and service record custodian of the new mailing address. If address is a temporary change of residence (6 months or less), the service record custodian shall be informed of the temporary change of address

at the beginning of temporary residence and again at the end of such residence.

c. Selected Reservists or Voluntary Training Unit (VTU) members will change a current address via the Reserve Standard Training Administrative and Readiness Support System (RSTARS). Changes will be made by the activity responsible for RSTARS and service record maintenance.

d. Individual Ready Reservists, Fleet Reservist, Standby Reservists, and Retired Reservists shall submit a change of address directly to the Commanding Officer, Naval Reserve Personnel Center (Code 401), New Orleans, LA 70149.

5. **Mail Classified as "Undeliverable."** When an enlisted member's mail is classified as "undeliverable", the commanding officer of the Naval Reserve activity and the Commanding Officer, NRPC shall attempt to locate the member by inquiries to

a. the member "via certified mail return receipt requested" at the last known address;

b. the postmaster of the last known address regarding a forwarding address;

c. next of kin or other relatives;

d. employer; and

e. Defense Finance and Accounting Service (DFAS) Cleveland Center, if the member is receiving retired or retainer pay.

6. **Listed as "Unlocatable."** When unable to obtain a new address, the member shall be reported as "unlocatable" and the following procedures will be followed:

IF	AND	THEN
an enlisted member is in a drilling unit,	a local search fails to obtain the new address or it is outside the area of jurisdiction,	the records of the enlisted member shall be transferred to NAVRESPERSCEN and the member will not be recommended for reaffiliation or reenlistment without the approval of Navy Personnel Command (NAVPERSCOM) (PERS-913).
an enlisted member has a mandatory drilling obligation (e.g., SAM or SAM II),	a local search fails to obtain the new address or it is outside the area of jurisdiction,	the Naval Reserve activity will initiate discharge procedures by reason of "unsatisfactory participation in the Ready Reserve" (MILPERSMAN 1910-158).
a Reserve officer has been listed as "unlocatable" for 9 months,	all reasonable efforts to locate the officer are unsuccessful,	NAVRESPERSCEN shall submit the name to NAVPERSCOM for referral to the Naval Reserve Officer Mobilization Disposition Board for appropriate action.

NOTE: Service records of officers who are reported through IMAPMIS as "unlocatable" will be examined periodically by NAVRESPERSCEN.
